



Public Affairs

MEDIA RELATIONS

AFI 35-206, 29 June 1994, is supplemented as follows:

1.3.1. HQ AETC/PAN coordinates and releases information on matters of general interest to more than one AETC base and coordinates with SAF/PA on issues pertaining to more than one MAJCOM.

2.7. Normally the public affairs officer (PAO) approves all news releases, but this authority may be delegated. The person reviewing and approving news releases will annotate the "approved by" block of the AETC Form 619, **News Release Data**. Completed forms are attached to and filed with news releases. All AETC organizations are authorized to overprint the AETC Form 619.

2.9. Requests for media interviews with AETC/CC during AETC base visits must be coordinated through HQ AETC/PAN. Before scheduling interviews, PAOs must confirm with HQ AETC/PAN that AETC/CC's itinerary allows time for interviews. If an interview is possible, the PAO must provide AETC/CC each reporter's name and affiliation, the proposed question areas, and the PAO's

recommendation as to whether the request should be granted. If approved by AETC/CC, questions and proposed answers will be provided to HQ AETC/PAN at least 5 duty days before the scheduled visit. PAOs should consider local issues when providing questions. News clippings and other pertinent material from each interview will be provided to HQ AETC/PAN as soon as possible after the interview.

2.9.3.2. HQ AETC/PAN will provide media training for commanders and vice commanders. Wing PAOs will schedule the 4-hour session through HQ AETC/PAN at least 30 days in advance. PAOs will also provide background information to HQ AETC/PAN before the scheduled training.

5.4.2, Bullet 1. The AETC VI OPR is the chief of HQ AETC/PAN.

7.15. Form Prescribed. AETC Form 619.

VALERIE A. ELBOW, Colonel, USAF
Director of Public Affairs